



 COMHALTAS

Ré Nua na nÓg

A Youth Officer Manual

Damien Mac Aonghusa



*An Roinn
Ealaíon, Oidhreacht agus Gaeltachta*
*Department of
Arts, Heritage and the Gaeltacht*

 COMHALTAS

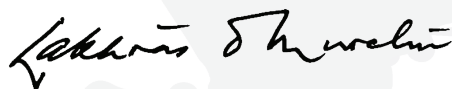




RÉ NUA na nÓG

Fáiltím go mór roimh an leabhrán tabhachtach seo RÉ NUA na nÓG. Tabharfaidh sé treoir agus spreagadh do gach Oifigeach na nÓg ar gach leibhéal den Chomhaltas. Tá éacht déanta ag Damien Mac Aonghusa, Óg-Bhall ar an Ardchomhairle.

RÉ NUA na nÓG is a timely and welcome publication by Damien Mac Aonghusa. It will provide guidance and encouragement to each Oifigeach na nÓg at all levels of Comhaltas and I urge all units to be proactive in the use of this valuable handbook. Damien has done a great service and together with Orla Brannigan, Aidan Shannon and Kathryn Browne have delivered a fresh vision for the RÉ NUA.



Labhrás Ó Murchú

*Ardstiúrthóir
Comhaltas Ceoltóirí Éireann*

I am delighted to present this Youth Officer's Guide Book. For Comhaltas to grow and flourish in the future, we need young and enthusiastic volunteers to continue the great work in promoting our musical heritage.

This publication is a working document and should be tailored to the use of the relevant Youth Officer/Youth Sub Committee be it at branch, County, or Provincial/Regional level. I hope that by providing a template for structure and event planning, we can create an environment for more engaged and active Youth involvement at the organising of events and activities.

I wish to thank Orla Brannigan, Aidan Shannon, Fernando Marcos and Kathryn Browne for their help and support. I wish to thank the members of the Ardchomhairle for their encouragement, advice and guidance.

If you require any extra support or have a question for me, please do not hesitate to contact me at damiomcg@gmail.com



Damien Mac Aonghusa

Óg Bhaill, Ardchomhairle 2017
Comhaltas Ceoltóirí Éireann

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ALL ABOUT ME

Name:

Branch:

Branch Website/facebook:

Home Address:

Home Phone:

Mobile:

Email:



UNIT COMMITTEE MEMBERS

Name	Role	Phone	E-mail
	Chairperson		
	Vice Chairperson		
	Secretary		
	Treasurer		
	Public Relations Officer		
	Youth Officer		

OTHER CONTACTS

ROLE OF THE YOUTH OFFICER

The following are suggested for a Youth Officer at any unit level:

- Listening to and representing youth members views.
- Contribute to unit ideas/activities.
- Communication channel between unit committee and their younger members.
- Establish links with other comhaltas units.
- Organise youth specific events.
- Set up youth performance groups where possible.

Skills Required

- An interest in youth affairs.
- Leadership & organisational skills.
- Willingness to work as part of a team.
- Commitment and enthusiasm.

Notes On The Role Of A Youth Officer

A faint, stylized background illustration of a person playing a guitar, overlaid with horizontal dashed lines for writing. The illustration is in a light gray tone and shows a person from the waist up, holding a guitar and strumming. The background is white with horizontal dashed lines for writing.

BUNREACTH

The Bunreacht sets out the roles and responsibilities of the organisation and its various unit committees; (branch, county, province/region or Ard Comhairle) and the rules that it should follow. The Bunreacht can be altered through motions every six years and voted on at Congress.

Below are some points to note from the Comhaltas Bunreacht:



Comhaltas, which was founded in 1951, has today over 400 branches of the movement at home and abroad.

Irish, the native language of Ireland, is afforded a special status in Comhaltas and the movement is unreservedly committed to its promotion.

The Branch is the fundamental and most important unit of the Comhaltas movement. It is the Branch which makes it possible for our native cultural characteristics to be propagated and strengthened in the community.

Aims and Objectives

- To promote Irish Traditional Music in all its forms.
- To restore the playing of the Harp and Uilleann Pipes in the National life of Ireland.
- To promote Irish Traditional Dancing.
- To promote and foster traditional singing in both Irish and English.
- To foster and promote the Irish language at all times.
- To create a closer bond among all lovers of Irish music.
- To co-operate with all bodies working for the restoration of Irish Culture.
- To establish Branches throughout the country and abroad to achieve the foregoing aims and objectives.

Membership


Junior members, who are under 15 years on January 1st of the current year, shall not be eligible for election to any office in An Comhaltas, nor have the right to vote. Junior members aged fifteen years and over on January 1st shall have full voting rights, and shall be eligible for election to office in any unit of Comhaltas.

Voting and Elections

- Only fully paid up members will be entitled to vote throughout the movement and admission to election meetings shall be by membership card only.
- All officers shall hold office from the conclusion of the Annual Meeting at which they are elected to the conclusion of the succeeding Annual Meeting, and all shall be eligible for re-election, except as otherwise provided for in this Bunreacht.
- Candidates for office of Oifigeach na nÓg and Óg-Bhaill must be under 25 years on January 1st of the year of election.
- Voting at an election for any office in An Comhaltas shall take place by secret ballot only. Should a nominee for office fail to receive an absolute majority on the first count, the lowest placed candidate shall be eliminated, and a further count taken, and the process continued until one candidate receives an absolute majority.
- Provincial Convention shall nominate candidates to be elected at Congress for position of Two Óg- Bhaill

SAMPLE NOMINATION AND BALLOT FORMS FOR YOUTH SUB-COMMITTEE

NOMINATION

 COMHALTAS

NOMINATION FORM FOR YOUTH SUB-COMMITTEE

County: Leinster Branch: Piper's Club CCE

- All candidates should be nominated by another member.
- Please return this form by **01 / 05 / 2017**


CANDIDATE

Name: Sean O'Brien

Number: 083.xxx.xxxx


Email: email@email.com

BALLOT PAPER

 COMHALTAS

BALLOT PAPER FOR YOUTH SUB-COMMITTEE

Name: John Doe

Signature: 

The position will be filled from the following group of candidates.
Note: Candidates are listed in alphabetical order.

<input checked="" type="checkbox"/> <u>Connelly, Joan</u>	<input type="checkbox"/> <u>Maguire, Mary</u>
<input type="checkbox"/> <u>Kelly, Thomas</u>	<input type="checkbox"/> <u>O'Brien, Sean</u>

COMMITTEE OFFICERS

CHAIRPERSON / CATHAOIRLEACH

The name of our Chairperson is

Role of the Chairperson

- Is the chief spokesperson and officer
- Chairs meetings in a fair manner, ensuring that all have an equal say
- Assists secretary in organising the agenda for the meeting
- Signs the minutes from the previous meeting with the secretary once they have been accepted by the meeting

Tips for being a Chairperson

1. Be prepared for all meetings and ensure that members have a copy of the agenda beforehand. The chairperson should meet with the secretary beforehand to agree on an agenda. Each agenda should always include AOB (Any Other Business).
2. Start and finish meeting on time.
3. At the start of the meeting ask the meeting to agree and adopt on the minutes from the previous meeting. Any changes should be noted in this meeting's minutes.
4. Present each item for discussion, ensuring that everyone who wishes to do so, gets an opportunity to speak and that each person is listened too.
5. Call the meeting to order if necessary (eg. If more than one person is speaking at a time).
6. In some instances a vote may be necessary. In the event of a tie, the chairperson has the casting vote.

VICE CHAIRPERSON / LEAS CATHAOIRLEACH

The name of our Vice Chairperson is

Role of the Vice Chairperson

- Takes over the responsibilities of the chairpersons when he/she is not available.
- Assists the chairperson in the organisation of the unit.
- Accompanies the chairperson to other meetings when necessary.

SECRETARY/ RUNAI

The name of our Secretary is

Role of the Secretary

- Prepares the agenda for each meeting with the Chairperson
- Takes minutes at the meetings
- Reads minutes out from previous meeting and, upon proposal, signs them with the Chairperson

Tips for being a Secretary

1. Bring any correspondence received to the attention of the Chairperson and consider their topics for inclusion on the agenda for discussion/response.
2. Record as accurately and as fairly as possible the minutes of each meeting.
3. Remember to record the following at each meeting:
 - Time, date and venue of each meeting;
 - Attendance
 - Excuses/apologies for absences
 - Any correction to the minutes of previous meetings
 - All items being discussed
 - Proposals that are made and seconded as well as the names of the people who proposed and seconded them
 - The number of votes for and against for any decision requiring a vote
 - Any action to be taken, the names of the people who are to carry it out and when it will be carried out
 - The date, time and venue of the next meeting
4. Remember not to let your role stop you from contributing yourself to the various matters on the agenda.
5. Complete the final draft of the minutes as soon as possible after each meeting.

TREASURER/ CISTEOIR

The name of our Treasurer is

Role of the Treasurer

- Manages any funds raised by the Youth Council.
- Keeps any money in a safe place, e.g. Safe box. It is advisable to consult with unit secretary if having money exclusively for a Youth Sub-Committee.
- Keep any financial records in order and reports to the Sub-Committee/Unit Treasurer.

PUBLIC RELATIONS OFFICER/ OIFIGEACH CAIDREAMH POIBLÍ

The name of our Public Relations Officer is

Role of the Public Relations Officer

- Keeps members informed about activities of the committee
- Promotes good communications between committee and members

Tips for being a Public Relations Officer

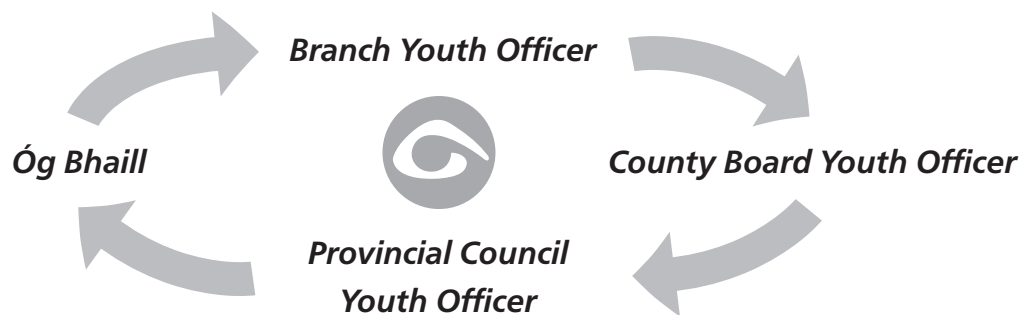
1. Establish some form of notice board with unit PRO at unit centres where activities are frequent
2. Establish a newsletter
3. Consider using Social Media e.g. Facebook/ Twitter

Newsletter / Website And Other PRO Tips

Having good open communication and keeping members informed is vital to the success of any Comhaltas unit.

- Appoint an editor to ensure consistency of publications
- All members should agree to work with the editor and work to submit pieces for publication
- Surveys can be publicised to get feedback from members
- All articles should be double checked for grammar and spelling mistakes
- The editing process should also ensure nothing critical of individuals are included
- All members in the unit should be free and encouraged to provide material to the media publication
- Have a suggestion box
- Announce upcoming events at branch classes, etc
- Conducting surveys of students on issues being discussed by the committee e.g. Timing of regular sessions
- Hold an open forum for youth members/include in AGM
- Ensure any photographic material has prior consent (Consult Child Protection Policy)

COMHALTAS YOUTH OFFICER STRUCTURE



SOME ACTIVITIES FOR YOUTH COMMITTEES

The following is a list of some of the activities a youth committee can engage in:

- Liaising with Youth officer from higher unit (County/Provincial/National)
- Themed youth sessions, i.e. fancy dress-Halloween, etc
- Working with the parents of branch members
- Set up a newsletter/social media account page (Consult unit committee on this)
- Links with other branches/counties. (e.g. branch exchanges)
- Getting youth involved in wider community, e.g. Performance for the elderly, tidy towns, etc
- Mentoring programme for younger musicians (help them organise their music folder, etc)
- Fund-raising
- Mystery Bus Tour
- Youth Céilí
- Trad band competition
- Pizza/popcorn nights at sessions etc
- Research local tunes and use in performances
- Table quiz. Music/Comhaltas/Bi-lingual themed
- Trad for Trócaire
- Pléaracha/Scoraíocht
- Branch awards e.g. Most improved/best attendance etc
- Bus trips to summer schools (liaise with parents)
- Trad Disco: Mixture of popular and traditional music

PLANNING ACTIVITIES

The first activity that any youth officer should do is to draw up a plan for the year. Use this template to put down all the achievable ideas for the annual plan, then prioritise and make decisions on what you will bring forward to the unit committee for inclusion in the final plan.

Activities carried over from previous years	Activities	Priority	Include samples in the event plan YES/NO
	Trad for Trocaire	2	yes
	Youth Halloween Session	1	yes
	Youth Group Exchange	3	yes

YOUTH COMMITTEE PLAN – FINAL

List each of the activities from the previous template that were agreed for inclusion in the plan. For each activity answer each of the questions in the table below. The plan may need to be revised. The plan should always be realistic and achievable.

Activity	What is to be done?	Who is to do it?	Resources Required	When is to be done?	Costs Involved
Youth Halloween Session	Venue	Branch Com.	Venue	20/10	Rent
	Supervision	Youth Officer	Supervisors	25/10	£20
	Advertising	Youth PRO			Sweets
	Sweets	Youth Tres	Sweets	28/10	£20
	Decorations	Youth Sec	Decorations	28/10	
	Decorate Venue	Youth Sub Committee			

MY JOBS ON THE YOUTH COMMITTEE

- What are my jobs on the committee?
- How will I do them?
- Who will help me?
- What date will I do them by?

[illegible]

AGENDA FOR YOUTH COMMITTEE

Date / / Meeting Venue

1. Welcome and introduction from the Chairperson
2. Sign the attendance sheet and note any apologies
3. Minutes from last meeting
4. Matters arising from minutes
5. Correspondence sent and received
6. Officer's Reports
7. Events
8.
9.
10. Any Other Business. (AOB)
11. Date, time and venue of next meeting

SAMPLE MINUTES OF YOUTH COMMITTEE MEETING

Unit: *Youth Sub Committee Smithfield CCE* Date: *25/09/2017*

Names Present: *Mary Smith (Chairperson), Joe Smith (Secretary), Shauna Faye (Treasurer), Megan Hayes (PRO), Ciara Kerrigan, Ursula Devine & Fred Baxter.*

Apologies For Absence: *No Apologies*

Other Absences: *No Absences*

1.Minutes: *The minutes of the last meeting were read. It was proposed by Shauna Faye and Seconded by Megan Hayes that they be accepted as a true record of the meeting and signed by the Chairperson.*

2.Matters arising from the Minutes: *There were no matters arising from the minutes*

3.Correspondence: *A letter was read from the Branch Chairperson asking the Youth Subcommittee to organise a Halloween themed Branch Youth Session. A Thank You card from the Community Youth Club was received in regards to the Youth Ceili.*

4.Officer Reports: *The Chairperson and Treasurer gave brief reports on the recent events that the Youth Committee has undertaken.*

5.Events: *The meeting put together an event plan for the upcoming Halloween Session and discussed the prospects of a Branch Youth Group Exchange with the Greyfield Branch. The Secretary is to contact the Youth Sub Com. in Greyfield to discuss this.*

6.Any Other Business: *There was no other business.*

The Next meeting will be held on the 17th October 2017 in the Regional Centre at 7pm.

EVENT PLAN SAMPLE

Title of Event Youth Halloween Session
 Date 27/10/2017 Venue Halla Na Feile

NOTE: All actions that need to be carried out to run the event should be included in the Event Plan.

Activity	Action/Person responsible *	Action/Date to be completed *
Get permission from Unit Committee		
Book/Organise venue		
Attain equipment		
Publicise event		
Prepare all materials		
Jobs on the day		

*can be filled out at meeting.

NOTES AND IDEAS ON YOUTH PLAN

This image shows a full page of white paper with horizontal dashed lines, typical of primary school writing paper. The lines are evenly spaced and run across the entire width of the page. There are no margins, text, or other markings present.

END OF YEAR EVALUATION

What did we achieve during the year?

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What worked well in achieving the above?

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What do we need to improve on?

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How can we become more successful?

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MY DIARY

WEEK From: to:	Mon	
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	Thu	
	Fri	
	Sat	
	Sun	

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NOTES

TEMPLATES

NOMINATION

 COMHALTAS

NOMINATION FORM FOR YOUTH SUB-COMMITTEE

County: Branch:

- All candidates should be nominated by another member.
- Please return this form by / / .


CANDIDATE

Name:

Number:

Email:

BALLOT PAPER

 COMHALTAS

BALLOT PAPER FOR YOUTH SUB-COMMITTEE

Name:

Signature:

The position will be filled from the following group of candidates.
Note: Candidates are listed in alphabetical order.

☐

☐

☐

☐



PLANNING ACTIVITIES

PLAYING ACTIVITIES

Activities	Priority	Include samples in the event plan YES/NO



COMHALTAS

YOUTH COMMITTEE PLAN

YOUTH COMMITTEE PLAN

Activity/Events	What is to be done?	Who is to do it?	Resources Required	Date of Fulfillment	Costs



YOUTH COMMITTEE AGENDA

YOUTH COMMITTEE AGENDA

Date / / Meeting Venue

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

Next Meeting Date / / Meeting Venue



YOUTH COMMITTEE MINUTES

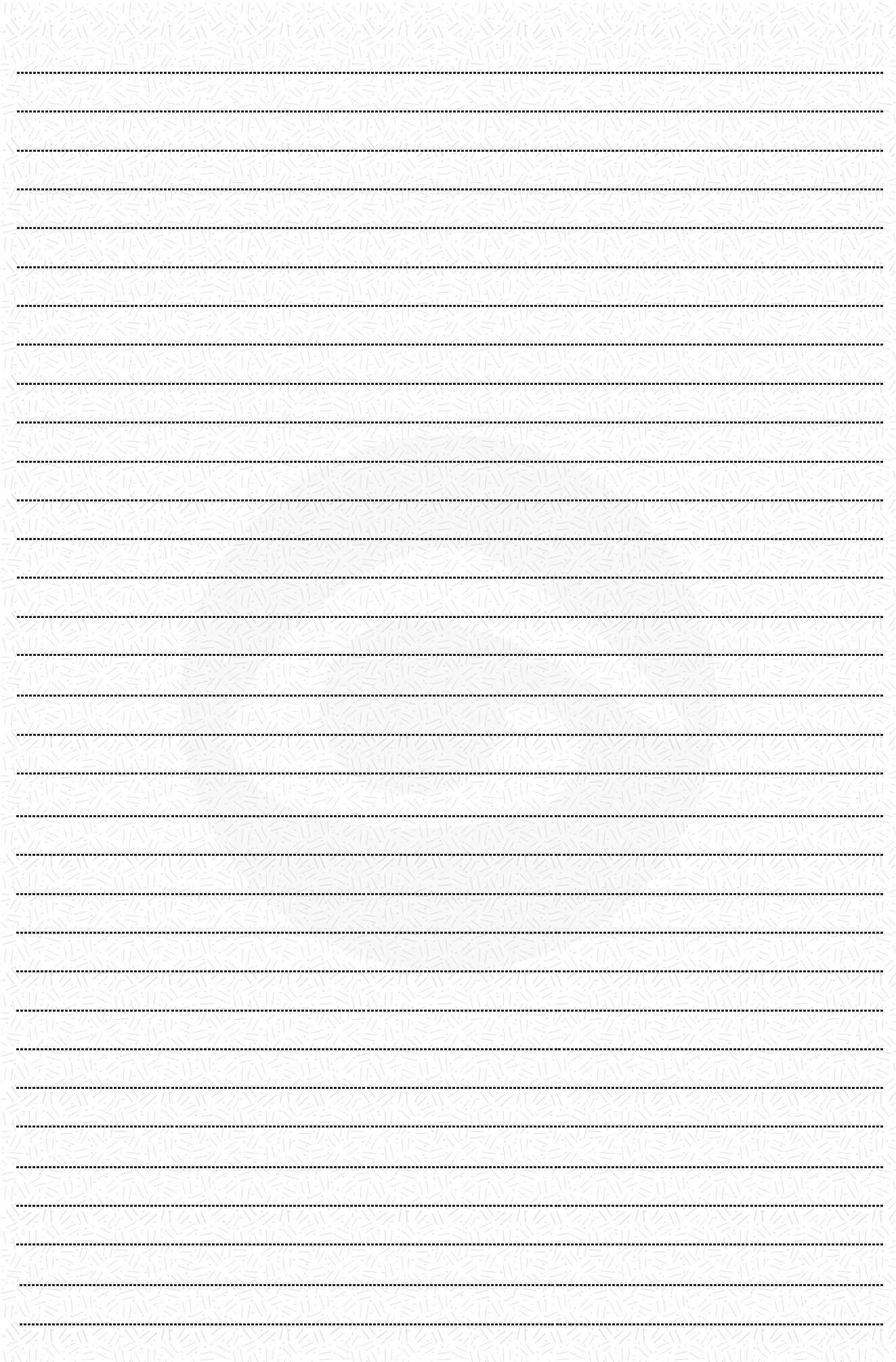
Unit: _____ Date: _____

Names Present: _____

Apologies For Absence: _____

Other Absences: _____

YOUTH COMMITTEE MINUTES





EVENT PLAN

Title of Event

Date / / Venue

Note: All actions that need to be carried out to run the event should be included in the Event Plan

Activity	Action/Person responsible	Action/Date of fulfillment

EVENT PLAN



COMHALTAS

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Monkstown, Co. Dublin
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